

# **Certified North Carolina Immunization Registry (NCIR)**

## **Pharmacy Trainer**

1. Sign a trainer agreement and confidentiality agreement
2. Complete a self-study – will take approximately 45 minutes to complete and link will be provided upon receipt of agreements
3. Register for a user ID – this will allow access to the NCIR, instructions will be provided upon receipt of agreements
4. Attend live training webinar – will take approximately 2 hours, more details below
5. Pass competency assessment - a link to take the competency assessment will be provided immediately upon conclusion of the webinar. Trainers that complete the assessment by noon on Friday will have their results by Monday, September 30, 2013. Those that successfully complete the assessment will have their user ID accounts activated and will be able to begin training pharmacies and start the roll out process on October 1, 2013.

### **Webinar Schedule:**

Each trainer must attend one two-hour webinar to become certified. The dates of the webinars are as follows:

<b><u>Webinar Dates</u></b>	<b><u>Times</u></b>	<b><u>Last Day to take Competency Assessment (By Noon)</u></b>
Wednesday, September 25, 2013	1:00pm - 3:00pm	Friday, September 27, 2013
Thursday, September 26, 2013	9:30am - 11:30am	Friday, September 27, 2013
Monday, November 4, 2013	1:00pm - 3:00pm	Friday, November 8, 2013
Tuesday, November 5, 2013	9:30am - 11:30am	Friday, November 8, 2013
Monday, November 18, 2013	1:00pm - 3:00pm	Friday, November 22, 2013
Tuesday, November 19, 2013	9:30am - 11:30am	Friday, November 22, 2013
Monday, December 16, 2013	1:00pm - 3:00pm	Friday, December 20, 2013
Tuesday, December 17, 2013	9:30am - 11:30am	Friday, December 20, 2013

### **Rollout Phases:**

To accommodate the large number of pharmacies that we are anticipating joining our registry, we have divided the training into four main phases. During the training periods, trainers are free to train and activate in the NCIR as many of their selected number of stores as possible. However, we have built in monitoring periods that our IT department has recommended to allow us time to monitor the system and ensure everything is operating properly. The training schedule has been provided to you below:

<b><u>Training Phases</u></b>	<b><u>Rollout Date</u></b>	<b><u>Monitoring Period of Registry</u></b>
Phase I	October 1-11, 2013	Oct 12-Nov 10, 2013
Phase II	November 11-17, 2013	Nov 18-Dec 1, 2013
Phase II	December 2-8, 2013	Dec 9-22, 2013
Phase IV	December 23-31, 2013	January 2014 and ongoing

During monitoring times no new pharmacies will be able to be activated/added to the NCIR. Pharmacies that have completed training are free to use the registry, and trainers may train stores for next phase during the monitoring phases. The North Carolina Immunization Branch reserves the right to change the training/rollout schedule if needed. However, if this becomes necessary we will communicate that to you.

In addition, we will notify the trainers when each training/ rollout phase is beginning/ending so they will know when they'll be allowed to bring their pharmacies on and when they need to stop to allow us to monitor the system. If at any time your chain or independent pharmacy has been found to bring on additional pharmacies or users during a monitoring, the trainer's account will be immediately deactivated and no new users will be able to be brought on to the NCIR.

#### **Expectations:**

The overall expectations of being a NCIR Pharmacy Trainer within your chain or independent pharmacies include:

- Serve as an ongoing point of contact for each pharmacy user trained
- Provide a comprehensive training of the NCIR using the training resources provided by the NC Immunization Branch.
- Complete and return a roster to the Immunization Branch for each store trained. The roster will include the following information:
  - Name of pharmacy,
  - Store number,
  - Date of training, and
  - Name of each person trained, including user ID, user role, and email address